

REPORT SURVEY		1. DATE OF SURVEY 28 March 1956		2. TYPE OF REPORT		
				REQUIRED	PREPARED	
3. PERSON TO CONTACT REGARDING REPORT	NAME [REDACTED] 25X1A9a	COMPONENT General Counsel	ROOM NO. AND BLDG. 221 Admin	PHONE 712		
4. REPORT TITLE Participation of Agency Personnel in Jury Duty						
5. AUTHORITIES OR DIRECTIVES REQUIRING THIS REPORT There has been no formal request for this report. It was just started by OGC as an informal memorandum to the DD/S						
6. REPORTING FREQUENCY (Daily, weekly, monthly, as situations occur, etc.) Semiannual			7. REPORT FORMAT (Form no., memorandum, machine tabulation, etc.) Memorandum			
8. DATE REPORT IS DUE			9. NUMBER OF REPORTS RECEIVED/PREPARED ANNUALLY IF REPORT IS A "SITUATION" REPORT			
10. OFFICES OR ACTIVITIES REQUIRED TO SUBMIT THIS REPORT			11. DISTRIBUTION OF THIS REPORT ORIGINAL: DD/S COPIES: General Counsel Comptroller			
12. ESTIMATE OF THE NUMBER OF MAN HOURS REQUIRED TO PREPARE THIS REPORT ONE TIME. INCLUDE MAN HOURS REQUIRED AT ALL LEVELS TO MAINTAIN RECORDS, COLLECT DATA, PREPARE FEEDER REPORTS, AND COMPILE THE FINAL REPORT.					1 1/2 hour	
13. COMPLETE THE FOLLOWING AS APPROPRIATE TO EITHER A "REQUIRED" OR "PREPARED" REPORT, OR BOTH, USING SPACE 14 IF NECESSARY.					YES	NO
A. DOES THIS REPORT DUPLICATE IN WHOLE OR IN PART ANY OTHER REPORT? IF SO PLEASE EXPLAIN.						
B. IS THE INFORMATION REPORTED IN MORE DETAIL, SUBMITTED MORE FREQUENTLY, OR GIVEN WIDER DISTRIBUTION THAN IS CONSIDERED NECESSARY TO SERVE THE PURPOSES FOR WHICH THE REPORT WAS ESTABLISHED?						
C. IS THIS REPORT THE RESULT OF AN ADMINISTRATIVE OR PROCEDURAL PROBLEM WHICH SHOULD BE CORRECTED RATHER THAN REPORTED ON?						
D. COULD THE PURPOSES OF THIS REPORT BE SERVED BY DIRECT SUPERVISION OR INSPECTION, OR BY BRIEFINGS, STAFF MEETINGS, ETC.?						
E. HAS OFFICE ROUTINE EVER BEEN DISRUPTED OR HAS OVERTIME EVER BEEN REQUIRED TO MEET THE SUBMISSION DATE FOR THIS REPORT?						
F. DO YOU RECOMMEND THAT THE FORM OR FORMAT OF THIS REPORT BE REVISED WITH RESPECT TO: (1) SPACING? (2) WEIGHT OF PAPER? (3) POSSIBLE ELIMINATION OF TRANSMITTAL CORRESPONDENCE?						
G. IF THE REPORT IS REPRODUCED BY MIMEOGRAPH, DITTO, MULTILITH, ETC., DO YOU RECOMMEND THE PROCUREMENT OF REPRODUCIBLE MASTERS WITH HEADINGS, LINES, ETC. PREPRINTED THEREON TO EXPEDITE PREPARATION OF THE REPORT?						
H. WOULD YOUR OFFICE DISCONTINUE: (1) MAINTAINING (2) COMPILING						
THE DATA BEING SUBMITTED IN THIS REPORT THE REQUIREMENT FOR ITS SUBMISSION WERE RESCINDED?						

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14. REMARKS (If you are not sure of the value of the report, state any contemplated action for continuing the report. Consider changes in conditions since the report was established. If you prepare this report, furnish a general opinion of its value. Cite any evidence or lack of evidence that the report is worth its cost. Recommend any improvements, including methods for preparing and submitting the report.)

☐ CONTINUED ON SEPARATE SHEET

REVIEW BY CHIEF OF COMPONENT

RECOMMENDATIONS

25X1A

SHEET

DATE

TITLE

SIGNATURE

4/20/52

General Counsel